

**633 Financial Management Aspects of Temporary Duty Travel (TDY)**

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USAID General Information Notice, dated 03/01/2000, Mandatory Travel Card Usage

USAID General Information Notice, dated 03/14/2000, On-line Access to Citibank Travel Card Billing Information

\*633.7 Mandatory References

ADS 522.5.9

ADS 522.5.20

ADS 549.5.3b

USAID General Notice dated 8/10/98, Appropriate Fiscal Year to Charge for Travel of USAID Employees and Transportation of Their Effects

41 CFR 301

31 USC 1353

31 USC 3521

6 FAM 142 & 143

**Functional Series 600: Budget and Finance**  
**ADS Chapter 633 - Financial Management Aspects of Temporary Duty Travel Policy**

**633.1 Authority**

1. Federal Travel Regulations (41 CFR 301 & 302)
2. 31 USC 1353
3. 31 USC 3521
4. 6 FAM 142
5. 6 FAM 143

**633.2 Objective**

To establish financial management requirements that govern all temporary duty (TDY) travel and transportation performed within USAID.

ADS 522, Performance of Temporary Duty Travel in the U.S. and Abroad provides the policies and essential procedures concerning TDY Travel; it does not address the financial management aspects of TDY travel and transportation. **(See [ADS 522](#))**

This chapter provides the financial management policies and essential procedures of Travel, including, but not limited to travel advances, Government-Sponsored Travel Card, completion and payment of a travel voucher and local vouchers, and audit of travel vouchers.

These policies and essential procedures are based on the maximum use of automated electronic travel software.

**633.3 Responsibility**

1. Deputy Chief Financial Officer (CFO)

Approves policies and procedures for financial aspects of all USAID temporary duty (TDY) travel and transportation developed by the Bureau for Management, Office of Financial Management (M/FM/PPC).

2. Chief, Bureau for Management, Office of Financial Management, Policy, Planning and Compliance Division (M/FM/PPC)

Develops and promulgates policies and procedures to administer the financial aspects of USAID TDY travel and transportation. Such policy and procedures will be coordinated with the Bureau for

Management, Office of Administrative Service, Travel and Transportation Division (M/AS/TT).

3. Chief, Bureau for Management, Office of Administrative Services, Travel and Transportation Division (M/AS/TT)

Develops and promulgates policies and essential procedures and administers and coordinates the travel and transportation activities of the Agency.

4. Chief, Bureau of Management, Office of Financial Management, Cash Management and Payments Division (M/FM/CMP)

Processes approved USAID/W request for Travel Advances and payment of TDY vouchers.

5. General Council, Ethics Advisor (GC/EA).

GC/EA reviews and clears all outside funded travel as documented by clearance on the Travel Authorization for USAID/W and for Missions when the Regional Legal Advisor (RLA) is not available.

6. Mission Controller

Administers the financial aspects of Mission travel.

7. Regional Legal Advisor

The RLA reviews and clears all outside funded travel for their respective Missions. The clearance is documented on the Travel Authorization (TA).

8. Traveler

Upon completion of travel, the traveler is responsible for submitting an expense report (voucher/claim) to account for the travel performed and for the related authorized costs.

9. Approving Official

Administratively approves a voucher claiming reimbursement of travel expenses before it is presented for certification by the certifying officer.

10. Travel Card Program Coordinator

- a. Accepts, approves and coordinates applications for the Government Sponsored Travel Card;
- b. Accepts card for cancellation and closure when the employee leaves the Agency;
- c. Reviews travel card reports each month to monitor cardholder activity and check for fraud and abuse by viewing the charges for each card; and
- d. If fraud or abuse is found, takes appropriate action.
- e. Works with credit card company to follow-up on delinquent accounts.
- f. Reviews and approves requests for Exemption to Mandatory Use of the Government Sponsored Travel Card.

**633.4 Definitions (See GLOSSARY [Word](#) | [PDF](#) | [HTML](#))**

**IN-KIND**

Travel elements (Transportation, Meals or Incidental Expenses) that are provided to the traveler at no cost to the Agency. This does not mean that the provider gives the Traveler funds to purchase the specific element, but the element is provide to the traveler at no-cost, e.g., airline tickets or meals are given to the traveler. (Chapter 633)

**633.5 POLICY**

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

**633.5.1 TRAVEL ADVANCES**

Travelers shall not receive travel advances except under special circumstances approved on a case-by-case basis.

Travel advances will be approved only for locations where the Government-Sponsored Travel Card is not accepted and cash or travelers checks are required.

1. For USAID/W,

The Chief, Bureau of Management, Office of Financial Management, Cash Management and Payments Division

(M/FM/CMP) approves USAID funded travel advances (cash or check).

Applications for travel advances shall be accepted not more than ten (10) days prior to travel. The Bureau of Management, Office of Financial Management, Cash Management and Payments Division (M/FM/CMP) requires at least a minimum of 72 hours to process a travel advance. Travel advances shall be made via electronic payment to the traveler's bank account.

As an option, Automatic Teller Machines (ATMs) showing acceptance of cards with the appropriate contractor corporate logo may also be used to obtain cash advances up to \$500 per week. Travelers requiring cash can use this service before departing on TDY. The Government-Sponsored Travel Card may only be used at ATMs that show VISA is accepted.

For travel to countries where the card is not normally accepted, the traveler must obtain the necessary amounts in traveler checks at the USAID Travel office. The traveler's Government-issued travel charge card shall be charged for the amount of the checks. The issued traveler checks and/or cash obtained from ATM machines are not considered travel advances and shall not be shown as advances on the Travel Voucher. The fees for obtaining traveler checks and funds from an ATM machine may be claimed on the travel voucher under Miscellaneous Expenses.

The Agency imprest fund (cashier) is reserved for use in emergency situations requiring immediate funding only.

## 2. MISSIONS

The Controller or locally designated authority (usually the EXO or USAID Mission Director when there is no Controller) approves payment of a USAID funded travel advance.

Missions are required to develop their own procedures for advances.

### **E633.5.1 Travel Advances - N/A**

### **633.5.2 GOVERNMENT-SPONSORED TRAVEL CARD**

All direct hire employees and personal service contractors (PSC) must have the Government-issued travel charge card (VISA). Travelers must use their Government-Sponsored Travel Cards, when practical, to pay for

lodging, meals (where the card is accepted), rental vehicles, excess baggage, and other related travel expenses.

Note: As of November 30, 1998, the contractor is CitiBank until such time as the contract is rescinded, modified or re-bid. The Government-Sponsored Travel Card under the contract is the CitiBank VISA card. Provisions under the contract may change over time, which will result in corresponding policy changes.

The Government-Sponsored Travel Card shall only be used for official, travel-related transactions. Absolutely no personal use of the card is permitted. Employees shall not use the Government-Sponsored Travel Card to charge anything that is not associated with their approved travel authorization (TA).

Reimbursement for travel is made directly to the traveler by the Agency.

#### **E633.5.2 Government-Sponsored Travel Card**

Applications for the Government-Sponsored Travel Card shall be obtained from the Program Coordinator in USAID/W.

Upon separation from the Agency, employees and PSCs must return their Government-Sponsored Travel Card to the Program Coordinator and close their Travel Card account.

#### **633.5.2a PERSONAL LIABILITY FOR THE GOVERNMENT-SPONSORED TRAVEL CARD**

The Government Sponsored Travel Credit card belongs to the employee, not to the Federal government. The cardholder is responsible for the payment of all charges against the card. Any account that becomes delinquent is subject to the Suspension and Cancellation provisions of the appropriate Government-Sponsored Travel Card contract.

#### **E633.5.2a Personal Liability for the Government Sponsored Travel Card - N/A**

#### **633.5.2b PAYMENT OF CHARGE CARD BILLS**

As part of the government contract and cardholder membership rules, full payment is due monthly and deferred payments are not allowed. Payment of charges to individual Government-Sponsored Travel Card accounts is due thirty (30) days from the billing statement date. After thirty days, the charges become delinquent and are subject to the Suspension and Cancellation provisions of the appropriate Government-Sponsored Travel Card contract.

Employees on extended travel must contact the contractor and make alternative arrangements when they will not return before the end of their 30 day payment cycle.

Note: To make the necessary alternative arrangements until such time as the existing contract is modified or re-bid, contact CitiBank at [(800) 790-7206 or (904) 954-7858].

**E633.5.2b Payment of Charge Card Bills - N/A**

**633.5.2c DELINQUENT PAYMENT, CHARGE CARD SUSPENSION AND CANCELLATION**

NOTE: The policy and essential procedures in this paragraph are based on the existing contract specifications. They may be changed at anytime as a result of contract modifications or termination/ re-bid of the existing General Services Administration (GSA) scheduled providers.

The Government-Sponsored Travel Card can be suspended or canceled for serious delinquency or misuse.

The contractor sends the credit card reports to the Program Coordinators (A/OPC) each month to monitor cardholder activity. The A/OPC checks the reports for delinquencies and potential abuse. If the traveler has charged non-travel related items or used the card when the traveler is not scheduled for a TDY trip, then the coordinator may investigate further for abuse. The A/OPC may also contact delinquent cardholders to clarify the cause of the delinquency and, if appropriate, advise them that the card may be suspended unless the cardholder initiates appropriate action with the contractor.

In addition, serious abuse in the use of the card may result in disciplinary action.

Unless special provisions are made with the Government-Sponsored Travel Card contractor, charges that are unpaid past the payment grace period may result in suspension of the charge card. Under the CitiBank contract starting November 30, 1998, the total payment period is 45 days, (a 30 day payment period plus a 15 day "grace period." For more information about providing information to the contractor when extended travel could result in late payment, see Employees on Extended Travel in, 633.5.2b. **(See 633.5.2b)**

1) SUSPENSION



The contractor may initiate Suspension action for:

- a. Late payment after 45 days from the statement closing date in which the charge initially appears; and
- b. Immediately upon notification to the A/OPC of misuse. As part of the Pre-Suspension/Pre-Cancellation Action, the unpaid, undisputed amount must first be reported to the A/OPC.

Any Suspension action by the contractor must be initiated within the 45 to 180 day period after the undisputed charge initially appears in the billing statement.

The contractor:

- a. Cannot initiate suspension action on disputed charges;
- b. May not provide credit information on Suspended Accounts to credit bureaus;
- c. May not refer Suspended Accounts to collection bureaus for collection; and
- d. May automatically reinstate Suspended Accounts upon payment of the undisputed principal amount, unless otherwise specified by the A/OPC.

To initiate the suspension process, the contractor shall provide a Pre-Suspension/Pre-Cancellation list to the A/OPC citing the overdue accounts and amounts, and if payment for the undisputed principle is not received in 55 days from the closing date of the statement in which the charge initially appears,

The contractor then:

- a. Shall notify the cardholder and A/OPC of the suspension if payment is not received by the close of business on the fifth calendar day after the notification. The notice shall include the contractor's point of contact for resolving the past due amounts; and
- b. If payment is not received by the end of the 61st day from the closing date of the statement in which the charge

first appeared, the contractor may suspend the account, unless otherwise directed by the A/OPC.

The A/OPC has the right to suspend an account provided the reason for the suspension is documented.

NOTE: Suspension policy is based on the contract provisions effective November 30, 1998 and are in effect until such time as the contract is modified or re-bid.

During the transition period from one contractor to another, the following applies:

- a. If an employee becomes delinquent in making payments on charges made under the out-going contractor card; and
- b. The contractor complies with the notification process under the expiring/expired contract which includes notifying the A/OPC; and
- c. By contacting the employee, the A/OPC determines the employee has not made or is not making payments; and
- d. The employee has a card from the new contractor; then
- e. The A/OPC will suspend the employee's new card until the delinquency conditions are made current with the out-going contractor.

## 2) CANCELLATION

Any Cancellation action by the contractor must be initiated within the time frame prior to the end of the 180 day period after the undisputed charge initially appears in the billing statement.

There are three (3) reasons that can cause the contractor to cancel the Government-Sponsored Travel Card. They are:

- a. The account was suspended two times during the preceding 12-month period for late payment of undisputed accounts, and a third suspension occurs; or
- b. The past due undisputed amount is 120 days past the closing date on the statement in which the charge first

appears, and the Suspension requirements have been met;  
or

- c. The card was used for other than authorized purchases and cancellation is approved by the A/OPC. Unauthorized use is using it for personal/non-official purposes, (e.g., charges not authorized as part of official travel).

The contractor cannot initiate card Cancellation for non-payment without first going through the Suspension process.

As part of the Cancellation process, the contractor:

- a. May charge interest and late fees on Canceled Accounts;
- b. May provide credit information on Canceled Accounts to credit bureaus;
- c. May refer Canceled Accounts to collection bureaus for collection; and
- d. Will automatically reinstate canceled accounts upon payment of the undisputed principal amount and any associated late fee, unless otherwise specified by the A/OPC.

To initiate the cancellation process, the contractor shall provide a Pre-Suspension/Pre-Cancellation list to the A/OPC citing the overdue accounts and amounts of undisputed principle.

Then the contractor:

- a. Shall notify the cardholder and A/OPC of the cancellation if payment is not received by the close of business on the fifth calendar day after the notification. The notice shall include the contractor's point of contact for resolving the past due amounts, and
- b. If payment is not received by the end of the 61st day from the closing date of the statement in which the charge first appeared the contractor may cancel the account, unless otherwise directed by the A/OPC.

The A/OPC has the right to cancel an account provided the reason for the suspension is documented.

**E633.5.2c Delinquent Payment, Charge Card Suspension and Cancellation - N/A**

**633.5.3 TRAVEL VOUCHER PROCESSING REQUIREMENTS**

Within five business days of the completion of a trip or every 30 calendar days of an extended trip, a traveler must file a travel voucher.

NOTE: Travel is completed when the traveler arrives at the officially assigned post of duty or place of residence.

For same day travel, less than 12 hours in duration, per diem is not paid. Only transportation related expenses are reimbursed. See paragraph 633.5.5, Local Travel. **(See 633.5.5)**

The per diem must be calculated in one of three ways as dictated by the travel authorization (TA) for the trip unless the TA authorized a combination of the three methods, which are:

- Lodging-plus Per Diem;
- Actual Expenses; and
- All Inclusive.

For the first and last days of travel, three-fourths (3/4) of the standard Meals and Incidental Expenses (M&IE) will be paid regardless of the actual times of arrival and departure. This applies to all three methods.

The basic policy for filing/processing the travel voucher within the Agency is that the traveler shall use the Agency's automated travel processing application for processing travel vouchers. The application, when fully implemented will interface with the Agency's Financial System, providing for electronic routing and electronic signature for processing and associated approvals. However, due to technological limitations, it is understood that not all of these features are currently available at all locations. As the technological capabilities become available they will be implemented and used.

Processing the electronic documents requires the USAID traveler and administrative approval official "sign the document" by entering a special alphanumeric personal code. Within the software program, a signature generation and verification module ensures the security of that signature

and allows the approving and certifying officers the assurance of a valid signature.

NOTE: If an employee gives (or makes known) their electronic signature to another, the original employee still is liable for its use.

When available, all travelers shall use the automated travel processing application (currently this application is Travel Manager software) to complete their vouchers to the extent possible. This ensures more timely and accurate filing.

Within two business days of the traveler submitting the voucher, administrative approval action must be completed by the approving official(s). The approving official must have requisite personal knowledge that the travel was performed by the traveler during the period claimed or is responsible for supervising the traveler. The signature of the approving official signifies that the claimed items are authorized and approved; it does not indicate that the approving officer has examined each individual item in the voucher for legality or availability of funds.

**E633.5.3 Travel Voucher Processing Requirements - N/A**

**633.5.3a LODGINGS-PLUS PER DIEM METHOD**

The per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE. The total allowance is not to exceed the applicable maximum per diem rate for the location concerned. The M&IE rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.

Receipts are required to be attached to the travel voucher for lodgings and any expense over \$75 including telephone calls.

**E633.5.3a Lodgings-plus Per Diem Method - N/A**

**633.5.3b ACTUAL EXPENSES METHOD**

The maximum per diem rate is insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high or affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's temporary duty point. The actual expense allowable is not to exceed the applicable lodging or M&IE allowance by 300 percent of those amounts. Receipts are required to be attached to the travel voucher for lodgings and any expense over \$75 including telephone calls. When

Actual Expense per diem is authorized for the M&IE portion, all associated expenses must be itemized on the voucher.

**E633.5.3b Actual Expenses Method - N/A**

**633.5.3c ALL INCLUSIVE METHOD**

All Inclusive provides for a total per diem rate with no break-out of authorized lodging expenses and M&IE. Lodging receipts are not required to be attached to the voucher. However, for audit purposes travelers must be able to provide receipts to substantiate that commercial lodging expenses were, in fact, incurred.

NOTE: Use of the Government-Sponsored Travel Card to purchase commercial lodging meets the requirement for "receipts to substantiate the use of commercial lodging".

**E633.5.3c All Inclusive Method**

The traveler shall include the following statement on the travel voucher:

- If lodging expenses were incurred:  
  
"Lodging costs were incurred for the dates specified on this voucher. No lodging receipts are required."
- If no lodging expenses were incurred, then the standard M&IE rate will be paid. The traveler must include the following statement on the travel voucher:  
  
"No lodging costs were incurred for the dates specified on this voucher."

**633.5.4 MISCELLANEOUS EXPENSES**

In the development of the Per Diem rate, various miscellaneous elements are costed and included in the rate determination. The Federal Government also recognizes that in addition to claiming reimbursement for lodgings, meals and incidental expenses, other specific miscellaneous items can be claimed under all three methods mentioned in paragraph 633.5.3. **(See 633.5.3)** These items are listed separately on the voucher and need attached receipts if over \$75 in cost.

In preparing TAs for both overseas and within the continental United States, include funds needed to cover these miscellaneous expenses. For

underfunded USAID/W TAs, reimbursement will be delayed until amended TAs adequately increases funds.

**E633.5.4      Miscellaneous Expenses -N/A**

**633.5.4a      TELEPHONE CALLS**

Personal telephone calls shall be claimed and reimbursed on a travel voucher under the following conditions. (See [E549.5.3b](#))

- It is a call home from any location worldwide to notify family of delays or changes, not to confirm arrival or departure times.
- It is a call home when on TDY. The call duration must be less than three (3) minutes and not more than an average of two calls per week. When a call exceeds the \$75 receipt limitation, an official receipt must be obtained. This receipt may take the form of a personal telephone statement or billing showing credit card calls and/or collect calls or a hotel receipt that shows the number of minutes.

**E633.5.4a      Telephone Calls - N/A**

**633.5.4b      State and Local Lodging Taxes**

The Continental United States (CONUS) per diem rates are now based on lodging costs exclusive of lodging taxes. Taxes for lodging may be claimed separately as a Miscellaneous Expense. THIS ONLY APPLIES TO CONUS PER DIEM.

Per diem rates OUTSIDE the continental United States are computed including taxes; therefore, taxes cannot be claimed as a separate Miscellaneous Expense.

**E633.5.4b      State and Local Lodging Taxes - N/A**

**633.5.4c      Laundry and Dry Cleaning Expense**

The CONUS Meals and Incidental Expenses (M&IE) rates are now based on miscellaneous costs exclusive of Laundry and Dry Cleaning costs. If a traveler incurs a minimum of four (4) consecutive nights lodging on official travel, Laundry and Dry Cleaning Expenses may be claimed as a Miscellaneous Expense. Employees who are traveling to the continental United States under all-inclusive per diem, may claim their laundry and

lodging taxes separately, as these are miscellaneous expenses. THIS ONLY APPLIES TO CONUS PER DIEM.

M&IE rates OUTSIDE the continental United States are computed including Laundry and Dry Cleaning costs; therefore, they cannot be claimed as a separate Miscellaneous Expense.

#### **633.5.4d OTHER MISCELLANEOUS EXPENSES**

The following items also shall be claimed and reimbursed on a travel voucher:

- Airport Tax;
- Authorized Business Calls;
- Authorized Calls Home;
- \* - Bottled Water (**for overseas TDYs ONLY; not authorized for TDY in the USA, its territories or its possessions**);
- Excess Baggage;
- FAX/Copier Use;
- Medevac Insurance;
- Registration Fee;
- Translator;
- Translator Services;
- Traveler Checks, and associated fees;
- ATM Fees;
- Vaccination/Immunization Expenses
- Visa/Passport Photo;
- Visa/Passport Fee; and
- Currency Conversion Charge (to exchange US dollars to foreign money).



#### **E633.5.4d Other Miscellaneous Expenses**

If there is any probability that authorized Miscellaneous Expenses might occur, then the TA requires an estimate for these Miscellaneous Expenses. This is to ensure adequate funds are obligated for the projected travel expenses. This is done in either of two ways.

- The first method is to select the known components of the Miscellaneous Expenses from those specifically offered in the automated application. Provide individual estimates for each component.
- The second method is to enter an arbitrary amount (e.g., \$100) into an unspecified miscellaneous expense element within the Authorization section of the application.

A "best" estimate for Other Miscellaneous Expenses is required to speed-up processing. It eliminates the workload and associated delay, which occur when increases are required to be made to a TA before payment can be made to the traveler.

#### **633.5.4e ITEMS INCLUDED IN PER DIEM COMPUTATION**

The following are items that are already INCLUDED IN THE PER DIEM rate and are not to be claimed separately:

- Charges for meals and lodgings;
- Laundry, dry-cleaning, and pressing; (**see ADS 633.5.4c**)
- Fans, air conditioning, heating, radios, televisions, cable television, or pay-movies in lodging room; and
- Fees or tips to waiters, porters, baggage handlers, bellhops, hotel servants, dinning room stewards and similar employees.

A day room shall only be reimbursed if the layover is eight (8) hours or more. Normally, two lodging expenses incurred on any one day will not be reimbursed.

NOTE: Tips to taxicab drivers are separately reimbursable, and can be added to cost of the taxi ride.

**E633.5.4e Items Included in Per Diem Computation - N/A**

**633.5.5 New Per Diem Areas**

General Services Administration (GSA) divided Metropolitan Areas so that per diem rates in suburbs may differ from the rate in the metropolitan city itself.

There are five per diem areas around the New York City Metropolitan Area.

TRAVELERS SHALL BE REIMBURSED UP TO THE RATE OF THE AUTHORIZED DUTY POINT SPECIFIED ON THE TRAVEL AUTHORIZATION (TA), REGARDLESS OF WHERE THEY ACTUALLY STAY. For example, if the traveler's duty location in the TA is Manhattan (\$244 per diem), but the traveler stays in Staten Island, (\$136 per diem), the traveler shall be reimbursed up to the Manhattan per diem rate (\$244 per diem), regardless of the fact that they actually stayed in Staten Island.

**E633.5.5 New Per Diem Areas - N/A**

**633.5.6 LOCAL TRAVEL**

Reimbursement for money expended in official travel while in the local vicinity is generally limited to mileage, fares or tolls, plus some miscellaneous expenses. A claimant shall show the number of other passengers when claiming reimbursement for mileage, if other employees shared the vehicle.

**E633.5.6 Local Travel**

Reimbursement for local travel is made on General Services Administration form, SF-1164, Claim for Reimbursement for Expenditures on Official Business.

**633.5.7 AUDITS OF TRAVEL VOUCHERS**

When volume makes it cost effective, statistical sampling is used for auditing travel vouchers. The sampling techniques are based on the General Accounting Office's "Policy and Procedures Manual for Guidance of Federal Agencies."

Other audit means are used to test the travel reimbursement calculations where statistical sampling criteria cannot be met.

The travel vouchers may be subjected to audits by the General Accounting Office (GAO) and the USAID Inspector General's Office (OIG). The employee must be able to substantiate all expenses.

**E633.5.7      Audit of Travel Vouchers - N/A**

**633.5.8      OUTSIDE FUNDING SOURCES**

When a non-USAID source, e.g. another Federal agency or a non-Federal source, is funding the travel of a USAID employee, the Travel Authorization must state the source. The Bureau/Office or Mission of the traveler must obligate its own funds for the cost of the travel, minus any in-kind payments provided directly to the traveler, even though the Agency will be reimbursed for the non-in-kind provided travel costs. The funds received from the donor will be deposited as reimbursement to the Agency Operating Expense Appropriation. The Bureau/Office or Mission can request Bureau for Management, Office of Budget (M/B) or appropriate Mission Funding Authority to increase their allocation of funds. Employees may receive in-kind payments, e.g., a ticket, but are not authorized to receive cash from non-Federal sources for travel expenses.

Any monetary payment must be in the form of a check or similar instrument payable to USAID. Any such payment received by an employee is accepted on behalf of the Agency. The payments are to be sent directly or forwarded upon receipt to M/FM/CMP or Mission Controller for deposit.

Ethics approval is required for acceptance of travel expenses from non-Federal sources, E.g. University X offers to pay travel expenses for a speech by a USAID employee. Ethics approval is not required for travel paid by other Federal agencies.

**E633.5.8      Outside Funding Sources**

These essential procedures pertain to acceptance of gifts of travel expenses from non-Federal sources and the preparation of TAs for the attendance of an employee at certain official meetings and similar functions which are funded by non-Federal sources pursuant to 31 U.S.C. 1353. (See [522.5.20](#))

Before preparation of the TA, the traveler must ensure that:

- a)      The donor's offer to pay travel costs was not solicited;  
         and

- b) They have no official responsibilities affecting FINANCIAL OR OTHER specific interests of the donor.

A TA may be either entirely or partially funded by the donor with the Agency funding the balance. In either case, the TA must be specific with respect to the donor's responsibility for funding.

For example: if the donor is providing the ENTIRE FUNDING in-kind, the TA shall read as follows:

"This is a no-cost to USAID Travel Authorization (TA). Transportation, Food and Lodging are being provided in-kind by [NAME OF DONOR] and are accepted by USAID pursuant to 31 U.S.C. 1353. Only in-kind payments by the donor to the traveler are authorized. The traveler affirms his/her duties do not affect the interests of [NAME OF DONOR]."

However, if the donor is funding ONLY PART OF THE TRIP, e.g. transportation OR meals and lodging, the TA shall read:

"Transportation/Lodging & Meals ONLY is/are being provided in-kind by [NAME OF DONOR] and accepted by USAID pursuant to 31 U.S.C. 1353. USAID is paying for the balance. ONLY in-kind payments by the donor to the employee are authorized. The traveler affirms his/her duties do not affect the interests of [NAME OF DONOR]."

Even if the donor is providing monetary funding for the non-in-kind expenses so that the TA results in "no actual cost" to the Agency, the TA will require obligation of Bureau/Office or Mission travel funds for those non-in-kind expenses. The monetary funding received from the donor is then treated as a reimbursement to the Office/Bureau or Mission account cited in the TA. This ensures proper cost data integrity for accumulation/distribution used in any Performance Indicators.

In USAID/W, the TA shall include a clearance line for GC/EA.

At the Missions, clearance shall be obtained from the Regional Legal Advisor (RLA) or, if RLA not available, from GC/EA via E-Mail, FAX, or phone prior to commencing travel.

#### **633.5.9 TDY TRAVEL BETWEEN FISCAL YEARS**

Questions arise at the end of each fiscal year as to the proper appropriation to be charged for expenses associated with official travel and which are authorized in one fiscal year and continue into

the next fiscal year. Guidelines for travel expenses, which are authorized in one fiscal year and continue into the next fiscal year, are as follows.

- a) TRAVEL WITHIN THE UNITED STATES. Travel must actually begin prior to midnight September 30 to be charged to current Fiscal Year funds. It is not enough that the travel order is issued or a ticket is purchased or issued prior to midnight September 30.
- b) TRAVEL OUTSIDE THE UNITED STATES. If a passenger transportation ticket is purchased prior to midnight September 30, actual travel may be allowed to begin within the first 14 calendar days of the new fiscal year.

**E633.5.9 TDY Travel between Fiscal Years - N/A**

**633.6 Supplementary References**

**USAID General Information Notice, dated 03/01/2000, Mandatory Travel Card Usage**

**USAID General Information Notice, dated 03/14/2000, On-line Access to Citibank Travel Card Billing Information**

**\*633.7 Mandatory References**

**ADS 522.5.9**

[Word](#) | PDF

**ADS 522.5.20**

[Word](#) | [PDF](#)

**ADS 549.5.3b**

[Word](#) | PDF

**USAID General Notice dated 8/10/98, Appropriate Fiscal Year to Charge for Travel of USAID Employees and Transportation of Their Effects**

**31 USC 1353**

[web page](#)

**31 USC 3521**

[web page](#)

**41 CFR 301**

[web page](#)

**6 FAM 142 & 143**

[web page](#)

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